

Hand Safety Week

To: Richmond Refinery Employees and Contractors

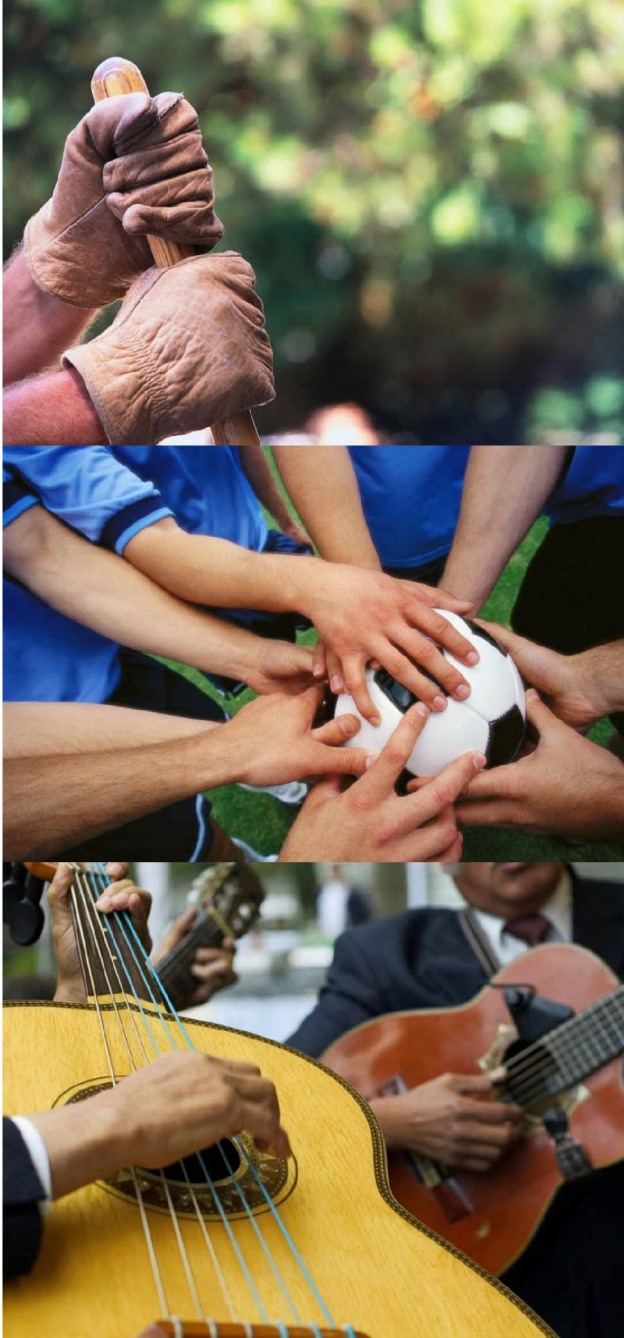
During the week of September 21 the Refinery will be observing Global Hand Injury Prevention Week or Hand Safety Week. We have many activities planned to help us become more aware of our hand risks and hazards, and to engage us in new ways so that we can prevent injuries from occurring. Here are some of the activities planned:

**Hand Safety Topic of the Day
Hand Safety Activity for all Employees and Contractors.
Voicemail messages about hand safety
Hand Injury Prevention Checklist**

Thank you for your participation and care,

The Hand Safety Week Team

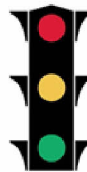
Chevron Global Hand Injury Prevention Week



All Day, Every Day – Ask yourself, what could go wrong? And if it does, What's the worst thing that could happen?

LOSS PREVENTION SELF ASSESSMENT

BEFORE BEGINNING ANY ACTIVITY/TASK/JOB, AFTER A LOSS OR NEAR LOSS, ANY UNUSUAL CIRCUMSTANCES:



ASSESS the risk!

What could go wrong?

What is the worst thing that could happen if something does go wrong?

ANALYZE how to reduce the risk!

Do I have all the necessary Training and Knowledge to do this job properly?

Do I have all the proper Tools and Personal Protective Equipment?

ACT to ensure loss-free operations!

Take necessary Action to ensure the job is done properly!

Follow written procedures! Ask for assistance if needed!

DO NOT PROCEED UNLESS ALL RISKS HAVE BEEN ADDRESSED!

For Everyone • Every Day • All the Time

The LPSA is a tool that can be utilized both at work and at home.

This week, our focus is on hand safety. Spend time each day assessing, analyzing, and acting to reduce hand risks.

Share your findings with your workgroup and/or family.



RED STAR WINNERS:

Congratulations! You have won a hand safety week gift.

Steps to redeem your gift:

1. Take your Red Star Flyer and visit:
Adrienne Cobos
D&R Building #1
Room 103
2. Share you most recent HAND LPSA
3. Receive your prize.



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hands



...too precious to lose.

